90TH ANNUAL MEETING OF THE
American Thyroid Association®

VIRTUAL EVENT ON
SEPTEMBER 30-OCTOBER 3, 2021

AMERICAN THYROID ASSOCIATION
Optimal Thyroid Health for All

Resource for Moderators, Co-Chairs and Speakers

This document has information on:

1. Logging into the meeting website
2. Navigating to your session
3. Using the Chat feature on the meeting website (Pathable)
4. Links to training videos from virtual meeting website host

Day Of Questions

If you have issues accessing the meeting website the day of your session, please first try and use the Live Chat feature that is available through the website. The website provider has technical assistance for using the system. You may also contact Josette (jpaige@thyroid.org) and Amanda (aperl@thyroid.org) for assistance. Please use the Live Chat as your first outreach for session login/navigation issues.

Helpful Links from our Meeting Website Vendor

Speaker Training Video

Instructions for accessing your session day of meeting

Meeting Website
https://thyroid.us3.pathable.com/login

Logging In

For a first-time login, please use the link that was sent from no-reply@pathable.com. Please check your SPAM folder to make sure that the email is not in your junk mail. Please make sure that you login using the email address to which the access email was sent. This is the official email for you in the virtual meeting system.

Navigating to Your Session

To navigate to your session:

1. Click on "Schedule"
2. Select "My Agenda"
3. The session(s) in which you are participating will be listed. (If they are not listed, please let the ATA staff know immediately.)
4. Scroll through the agenda and click on the title of your session. This will open a window.
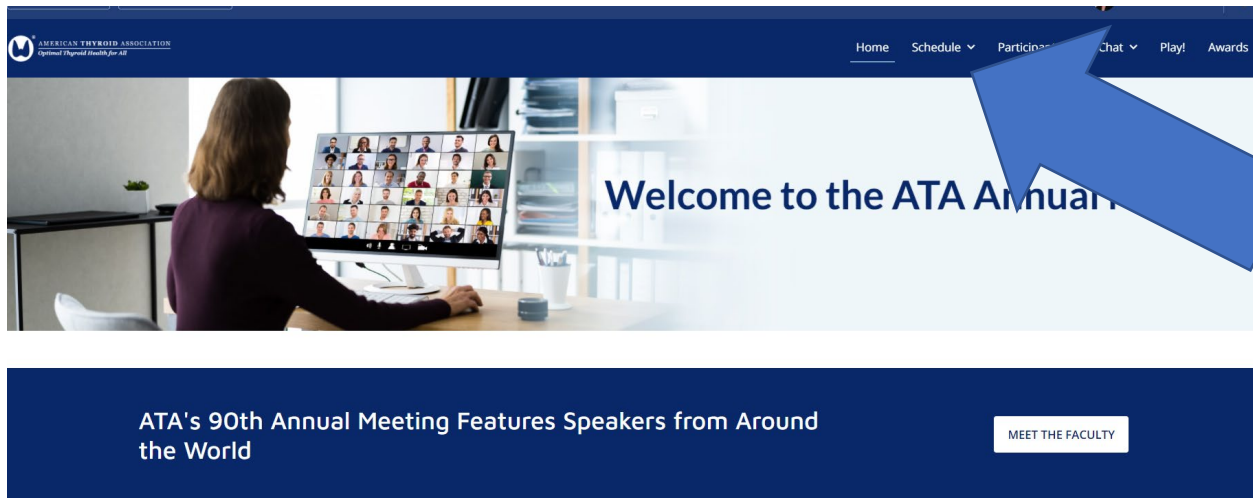
The Day of the Meeting

1. On the day of the meeting the "Manage" button will be live. Twenty minutes before the session begins, you will be able to click on "Manage" and "Join Meeting" to enter the "green room" with the other faculty and designated ATA staff.
2. For both Live and Semi-Live sessions:
   a. During this time we can check sound and make sure that all speakers can share their screens/advance PPTs (as applicable).
   b. We will also test the chat feature on the Pathable site so chairs and faculty can manage the Q&A.
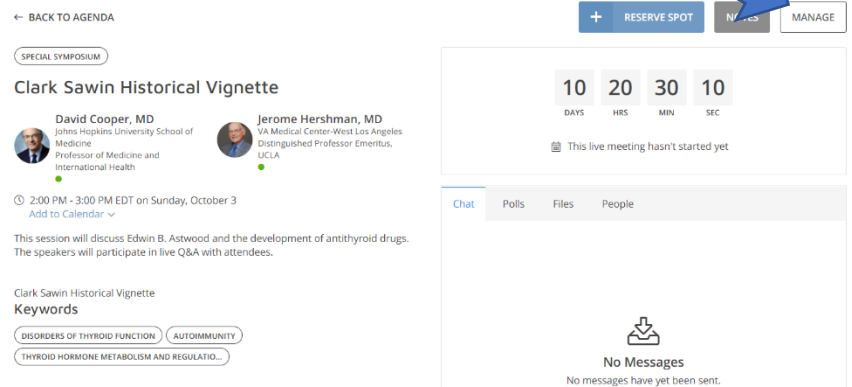
3. For Semi-Live sessions, there will be an A/V tech who is familiar with the session rundown. The Pathable A/V tech will be responsible for playing the faculty videos.
4. For Live sessions, faculty will be responsible for sharing their screens and advancing their slides.
5. During the LIVE Q&A, don't forget to:
   a. Turn on your video!
   b. Use the "chat" box that is on the Pathable site. There is a "chat" on the Zoom page, but this chat is not memorialized and will not be saved. Faculty have expressed an interest in accessing the chat after the session if some questions are unanswered. Some

Using the Chat Feature

We will use the Pathable Chat Feature for the Q&A. Speakers/moderators should direct the participants to enter their questions on the Pathable site for Q&A. By using the Pathable feature we can save the transcription and follow up with any additional questions if speakers are willing to

do so. Please note that participants can enter questions into the "Chat" feature during the session. For sessions with pre-recorded talks, faculty and moderators are welcome to reply to these questions because the live Q&A time is limited.

PLEASE NOTE: When the session goes 'live' and Zoom opens for the faculty and attendees, there is also a chat box in Zoom. Moderators/Chairs, please be sure to instruct attendees to use the Pathable chat box.